

# **Recommendations for Reviewers**

## **Setting the Stage for Successful Certification**

### **SELECT THE RIGHT CANDIDATE**

- A happy candidate is a happy WNA

### **GATHER AND REVIEW CERTIFICATION MATERIALS**

- Familiarize yourself with manual (especially guidance to reviewers)
- Organize manual to fit your needs (by task, category, and evaluation method)
- Develop a calendar for WIC MIS training (contact WIC MIS Help Desk for help with WIC MIS training options)

### **PRE-ASSESS CANDIDATES**

- You may want to assess or have candidate complete a self-assessment of their experience, knowledge, skills and training, preferred method of learning and evaluation.

### **ORIENT YOUR CANDIDATES**

- Allow time for them to observe what a WNA does
- Explain the philosophy of the certification process and how it benefits the staff, the agency, and participant services
- Clarify the roles of reviewer and candidate
- Outline expectations, timeline and planned activities
- Walk the candidate through the manual and explain the tools
- Discuss the candidate's goals, strengths, and concerns
- Explain what will happen if the candidate needs extra help

### **DEVELOP PLAN AND SCHEDULE TIME** (consider the following):

- Candidate's skills, experience and confidence
- Reviewer's time and skill in different areas (if several reviewers, which areas)
- How soon the candidate will be performing certain job requirements (timeline, authorization versus full certification)
- Flexibility of site schedules-schedule days, times and order of tasks to work in your setting
- Space and layout in sites for working together
- Integration with training-consider timeline for training, method, and how training interfaces with certification

### **OBSERVE, GIVE FEEDBACK, AND EVALUATE**

- Periodically check in with how the process is going with your candidate
- Discuss best way to master difficult areas
- Give constant encouragement

### **RECOGNIZE CANDIDATES' ACHIEVEMENTS**

- Throughout the process
- At completion- graduation ceremonies, potlucks, other agency celebrations
- Let other staff know how it benefits them
- Set goals for the future